HRSC SE RPA Submission Guide

January 2007

RPA
SUBMISSION GUIDE

- **Included in this package is information for the submission of a Request for Personnel Action (RPA) through Modern DCPDS**

- **Amendments will be disseminated when applicable.**

- **Reference Material:**

DCPDS 11i Information

https://www.donhr.navy.mil/DCPDS/Default.asp

Guide to Processing Personnel Actions
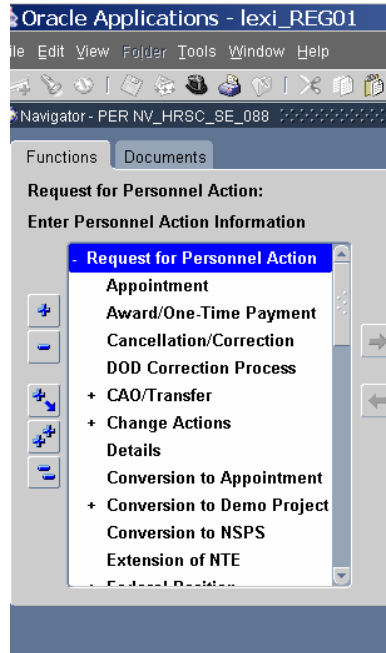
http://www.opm.gov/feddata/gppa/gppa.asp

Information to be Completed by the Requesting Office

Information Required for Electronic RPA's

Requirements of all RPA's:

- Select the Type of Request for Personnel Action from the Navigator's List.

- Fill in SSN and/or name on Page 1.
- Block 3 – Complete Point of Contact Information to include name and phone number.
- Block 4 – Complete proposed effective date on Page 1.
- Block 5 – Complete Action Requested By on Page 1.
- Block 6 – Complete Action Authorized By on Page 1.

- **Do not use Block D, Remarks by Requesting Office. Include all additional information in the Notepad.**

Information on pages 2 and 3 will be required depending on the type of action requested. (This will be further explained below.)

When all information has been completed and routed through the appropriate chain of command, go to page 1 and make sure to authorize or obtain authorization before routing to the HRO in Block 6.

For NOAC requests, all RPAs must be submitted to the HRSC SE **no less than ten (10) days prior to the effective date of the action.** A copy of the Position Description (PD) must be attached to the RPA if not on file with HRSC SE

Managing To Payroll (MTP) activities must attach a copy of the PD. Indicate on the notepad applicable pay setting information (i.e., HPR info, etc.)

When transmitting hard copy documents not sent electronically, e.g., applications, DD-214's, Position Description, etc., Enclosure 1, "RPA DOCUMENT TRANSMITTAL" must be completed and accompany any documents provided to the HRSC-SE.

The following information must be provided in the **NOTEPAD** regarding the position:

- Position Title
- Position Number (Core PD and Sequence Number)
- Pay Plan, Series, and Grade
- Organizational Information (Activity, Department, Division, Branch, Section)
- Work Schedule
- Part Time Hours
- Bargaining Unit Status
- Duty Location, including Duty Station Code
- UIC
- Organizational Code
- Payroll Organization Code (i.e., Cost Center Code)
- Payroll Office
- Is the position of a continuing nature or temporary?
- If the position is temporary, identify NTE date and reason for temporary appointment
- Indicate if position is military to civilian conversion

- Line of progression on the notepad
- Include DAWIA information
- For Advisory Classification include Requested Title, Pay Plan, Series, Grade
- BIN/TFMMS

Note: Do not complete NOAC, Legal Authority, or effective date. These will be completed at the HRSC. This information should be completely documented in the notepad of the RPA; otherwise, the RPA will be returned to the originator.

Types
of
Personnel
Actions

Awards	Used for individual employee awards (monetary or time off). Do not use for: • Quality Step Increase – use "Salary Change" (below). • Mass Awards -- See Type of Personnel Action "Mass Awards" Include the following information on the RPA: • Identify the type of award in the Notepad. • Identify the amount of award and UoM (unit of measure – money or hours) (page 2).
Change Actions	Includes Change in Hours, Change in Work Schedule, Name Change and Change in Veterans' Preference. • <u>Change in hours:</u> Include the new biweekly hours (decimals can be used) (page 3, block 33). • <u>Change in work schedule</u>: Include the new work schedule (page 3, block 32). If the change is to other than a full-time schedule, include the biweekly hours (decimals can be used) (page 3, block 33). • <u>Name change</u>: Fill in SSN on Page 1. Once the record has been retrieved (via SSN), change the name on the RPA to reflect employee's NEW name in the name block. In the Notepad, indicate Name Change From _____. The HRO must certify in the Notepad that they have seen the paper work to support the name change (e.g., social security card, divorce decree, marriage license). Please do not forward the supporting documentation to the HRSC. • <u>Change in Veterans Preference</u>: The HRO would initiate this type of action by selecting Change in Veterans Preference from the Navigator's window. **Attach documentation to support the action (e.g., DD-214, SF-15, VA letter).**
Change to Lower Grade (CLG)	• See Salary Change

Conversions To Appts   Use to convert non-competitive excepted appointments to competitive service appointments, convert appointment NTEs, convert to reinstatement career.

- In the Notepad, identify the basis for the conversion (i.e., VRA appointment, handicap appointment, reinstatement, etc.).

If converting a VRA employee to competitive service appointment, identify if the training plan was completed in the Notepad. **If no RPA for VRA conversion is received within 30 days of when conversion date is due, an RPA will be generated by HRSC and processed.**

Death   • See Separations.

Details
- Identify the NOAC in the Notepad.
- Indicate NTE Date on Page 1.
- Note: Ensure the position description or set of duties is attached, unless it is retained at the HRSC.
- Details are documented with an RPA in all cases except those dealing with bargaining unit agreements, including past practice, where the command has always documented certain details with a NPA or in cases where commands specifically requests that a detail be documented with an NPA for financial reasons or otherwise. Commands must indicate in the Notepad if they want a detail documented with an NPA. Otherwise, the RPA is the only documentation.

Extension of NTE	Most commonly used for:
	• Extension of a temporary appointment;
	• Extension of a term appointment;
	• Extension of a temporary promotion;
	• Extension of a position change;
	• Extension of furlough;
	• Extension of LWOP;
	• Extension of temporary reassignment; and
	• Extension of Details

Enter the type of extension and the new not-to-exceed date in the Notepad.

NOTE: RPA's to terminate actions upon expiration of the not-to-exceed (NTE) date are not required. For actions such <u>as promotion NTE</u>, <u>appointment NTE</u>, <u>reassignment NTE</u>, will be automatically terminated by the NTE date. All others require submission of an RPA to extend, return or resign/terminate.

• There are cases in which a manager may wish to terminate a temporary action **<u>PRIOR</u>** to the NTE date or to extend a temporary action beyond the original NTE date. To effect early termination or to extend a temporary action, the activity manager must submit an RPA to reach HRSC SE at least 10 days prior to the requested effective date. Once the NTE date is reached, automatic termination occurs and extensions are no longer possible.

Living Quarter Allowance (LQA)

• In the Notepad, identify the following information: Country, Post Allowance Percentage – for that country, number of family members, LQA entitlement for that country, the amount for rent and the amount for utilities must be documented separately; indicate if there is or is not a separate maintenance allowance for someone remaining in CONUS; indicate if there is or is not danger pay entitlements; the effective date of the LQA and the amount of money. Note: Foreign Allowances should be indicated in the currency of the country.

Mass Awards Note: Activities and HROs cannot initiate an RPA. Select Individual Award under Mass Award family.

A mass award is a collection of individual awards processed en masse to save Modern DCPDS users time, effort, and keystrokes. The mass award can be processed only if the following conditions are the same for the group:

- Effective date
- Nature of Action
- Authority Code.

Mass awards are processed if you have 25 or more awards that meet the above conditions. Less than 25 require individual RPAs.

An alpha listing by last name on an EXCEL spreadsheet with the following data fields must be attached to the RPA:

1. NOA Code
2. Effective date of award
3. Award amount or Award percentage
4. Individual or Group Award type
5. Tangible Benefit Dollars (if applicable)
6. Social Security Number of Employee

Non Pay / Most commonly used for:
Non Duty   • Placement in nonpay status (usually for seasonal employees);
Status   • Suspensions (placement in nonpay and nonduty status for disciplinary reasons);
- Leave without pay (LWOP);
- Furloughs (resulting from lack of work or funds);
- LWOP-US (leave without pay to serve in the uniformed services).
- In the Notepad, indicate the type of action, the reason for LWOP or suspension, and the employee's forwarding address.
- For extensions of LWOP or furloughs, see "Extension of NTE," above.
- For return to duty actions, see "Return to Duty," below.

NOTE: You must submit an RPA on a Return To Duty (RTD) for indefinite suspensions only. RTD RPAs are system generated for all other suspensions

Position actions	<u>Establish position</u>: • Provide details regarding the position in the Notepad. • Attach supporting documentation (updated organization charts, any historical data, etc.) and completed OF-8 to the RPA. • If advisory classification has been previously completed, include <u>complete</u> RPA # of that advisory in the NOTEPAD. • If establishment of position is for an accretion of duties promotion, a completed Accretion of Duties checklist (Enclosure 5) must be attached for classification purposes. • Use DoN Recruit/Fill Request form and ensure information required under "PD Data" is completed on the OF-8. <u>Review</u>: • Used to initiate a classification ADVISORY only, no OF-8 needed. Please review the above information for the supporting documentation.
Promotion	• See Reassignment • If promotion is temporary in nature, be sure to obtain a signed/dated copy of "Condition of Temporary Promotion" (Enclosure 6) from employee accepting temporary promotion.
Quality Increase (Irregular Performance Pay)	• See Salary Change

Realignment	• Select Realignment from the Navigator's List.
	• In the notepad, fill in the necessary information to reflect the organizational change (e.g., the memo and the date of the memo that authorizes the movement of the person and the position to the new organization or code.
	• Follow instructions identified in the Realignment Checklist (Enclosure 7).

If you are requesting an individual realignment action, the following applies:

- Attach the necessary documentation to support the realignment, including position information. If the realignment is due to the establishment of a new organization, the HRO must consult with the HRSC NOAC team POC to coordinate the process of building the new organization **at least 30 days prior to the effective date**. If there is establishment of a new UIC, **the HRO must contact Code 20 at least 60 days prior to the effective date. HRO must establish new UIC and organization, via OCHR, prior to submission of RPA to HRSC.**

Mass realignments are processed only if you have 25 or more individuals meet the above conditions. Less than 25 require individual RPAs. Attach the necessary documentation (employee's name, positions, old/new org code and cost center code) to the RPA in alpha order by last name.

Reassignment	• Identify Name and/or SSN on Page 1.
	• Identify position in the notepad.
	• Follow instructions identified in the Reassignment Checklist (Enclosure 3).

Recruit / Fill	• Identify position information on the Notepad per page 5 of this guide.
	• Complete and attach the Recruitment Supplement (Enclosure 1).
	• Attach signed & dated job analysis and crediting plan (include signature, name, title, PP, series, grade, name, and location of position organization).

| **Return to Duty** | • Identify date of Return to Duty in Notepad. |
| | • Individual may only be returned to the positions they left. If movement is required, a separate RPA must be submitted. |

Salary Change   Used most commonly for the following types of actions:
- Promotion;
- Promotion NTE (temporary promotion);
- Change to Lower (CLG);
- Denial of Within-rate Increase (WRI);
- Quality Increase (Irregular Performance Pay);
- Pay Adjustment (Demo commands only); and
- Locality Payment

Salary change may be used for other types of actions, but these are generally done at the HRSC or in special situations.

- Indicate the position description number and the pay plan, series and grade in the Notepad.
- Enter the type of action in the Notepad.
- For other types of award payments (other that QSI), see "Award / One-Time Payment," above.
- For actions that involve noncompetitive temporary promotions, follow instructions identified in the Noncompetitive Promotion Checklist (Enclosure 4).
- For actions that involve accretion of duties, please complete "Accretion of Duties Questionnaire" (Enclosure 5).
- For actions that involve a change to lower grade, enter the remarks as appropriate; i.e., results in RIF, notes if the CLG is a result of expiration of temporary promotion or statements from an employee requesting a CLG (for personal or medical reasons) in the Notepad. Provide most current resume/application for qualification determinations and voluntary CLG agreement statement. NOTE: Ensure the position description is attached unless retained at the HRSC SE.
- If the Change in Level or Band is a RIF action, attach both signed copies of the RIF notice and acceptance form to the RPA.

Separation   Used for all types of separations: retirements, resignations, removals, terminations, and deaths.

- Enter the type of action in the Notepad.
- For most separations, you need to complete additional information on page 4. First, click the "Yes" or "No" button to indicate whether you know of additional or conflicting information about the separation:
  - If you check "Yes," the Remarks section of Part D is grayed out. You must attach a separate explanation to the RPA using the Attachment button on the Toolbar. If you check "No," you will be able to type information into the Remarks section of Part D.
  - Enter the employee's reason for resigning or retiring, and the forwarding address, in Part E.
- If separation is due to RIF, attach both signed copies of the RIF notice and the severance pay designation form to the RPA.

Termination Appointment In   Please do not submit an RPA for this type of action. The HRSC SE will create and process an RPA after receiving a pickup NPA from the gaining activity/command.

Coordination

Of

RPAs

Coordinate all RPA's to the Groupbox identified

NAME OF GROUPBOX	TYPE OF REQUEST
NOAC Actions	
SE_R_AWD_INCENTIVE	Mass Awards
	Individual Cash Awards
	Retention Incentive
	Group Cash Awards Change in Career Tenure Group
	Suggestion/Invention Awards Change in Data Elements
	Time Off Awards
	Quality Increase (Irregular performance Pay)
SE_R_REALIGN_REASSIGN	Realignments
	Reassignments
	Reassignment NTE
	Details NTE
	Extension of Detail NTE
	Details NTE
SE_R_PROMO_CLG	Accretion of Duties Promotion
	Career Promotions
	Non-Competitive Promotions
	Change to Lower Grade (CLG)
	Position Change Actions NOT associated with RIF
	Extension of Position Change NTE
	Non-Competitive Promotion NTE
	Extension of Promotion NTE
SE_R_CHNG_ACTIONS	Name Change
	Data Element change
	Veteran Preference change requests
	Change in Duty Station
	Change in Work Schedule
	Conversion to Career Conditional
	Change in Service Computation Date (SCD)
	Change in Hours
	Change in Allowance
	SES Performance Award

NAME OF GROUPBOX	TYPE OF REQUEST
SE_R_EXTENSIONS	Extension of Appt NTE Extension of TERM Appt
SE_R_NONPAY_NONDUTY	LWOP NTE LWOP US Furlough **Furlough NTE** **Suspension NTE and Indefinite** Return to Duty Sabbatical Placement in a Non-pay status Extension of LWOP NTE Extension of Furlough NTE
SE_R_SEPARATIONS	Removals Resignations Separations - US Terminations
SE_R_DISC_SETTLEMENT	All actions dealing with Settlement Agreements
SE_R_CORRECTIONS	Correction requests – please generate RPA as the NOA you are requesting correction to. Do NOT use the Correction on the RPA Selection list.
SE_R_CLASSIFICATION (Non MTP only)	Accretion of Duties Position Description Advisories Newly established positions Re-description of Duties **Establish/Fill Actions** that require classification.
SE_R_CLASSIFICATION	Coordinate any actions associated with <u>RIF</u> **to this Groupbox.**
SE_R_ RECRUIT	1. **All** recruit actions that do not need classification. Those RPAs requiring classification, coordinate RPA to **Classification Groupbox** 2. Relocation bonus 3. Recruitment bonus
SE_R_RECRUIT	**Management Identification of Candidates (MIC)**

NAME OF GROUPBOX	TYPE OF REQUEST
SE_R_RECRUIT	**Name Request for:**
	Noncompetitive Transfers
	Persons with Disabilities
	Reinstatements
	Voluntary Change to Lower Grades
	VRA eligibles
NV_R_RETIRE_DEATH	Retirement - Mandatory
(Benefits)	Retirement - Disability
	Retirement - Voluntary
	Retirement - Special Option
	Retirement - ILIA
	Death
	Separation Incentive/VERA